



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SENIOR LAW ENFORCEMENT SPECIALIST	38*	D	13.234
LAW ENFORCEMENT SPECIALIST	36*	D	13.235

SERIES CONCEPT

Law Enforcement Specialists enforce laws and regulations, protect visitors and property, investigate crimes and accidents, train other Peace Officers, develop enforcement and security plans and procedures, and maintain statistics and records, within a State Parks Division District.

Provide Peace Officer training; evaluate staff training needs in relation to division standards and P.O.S.T. requirements; observe park law enforcement operations; prepare lesson plans and conduct firearms practice; instruct or coordinate with instructors for sessions; keep abreast of latest techniques of law enforcement procedures; maintain and update personnel training files; and distribute appropriate equipment, in order to ensure that Park Rangers are adequately prepared to respond to law enforcement and medical emergencies.

Enforce State, local and State Parks Division laws and regulations; issue warnings and citations; make arrests; investigate or supervise the investigation of criminal activities and accidents; respond to emergency calls; serve warrants; assist motorists, boaters, and visitors in distress; organize and implement incident command security procedures for fires, disasters, and search and rescue operations on State Parks property; assess navigational, traffic and visitor control signs and procedures; prepare reports; coordinate efforts with District Attorneys, local law enforcement officials and the courts; and testify in court, in order to provide for public protection and safety.

Plan and formulate enforcement and security functions for State Parks; identify potentially critical situations, practices, and procedures; research and recommend alternative methodology; assess park security programs and recommend corrective action; recommend movement controls for motor vehicles and boats; and review and comment on facility plans and specifications, in order to prevent resource and facility damage and promote visitor safety.

Compile and analyze crime statistics for all parks within assigned district; collect data, records and reports; maintain files and records with respect to district law enforcement activities; identify recurring problems and causes; propose alternative solutions; and prepare quarterly and annual law enforcement reports, in order to develop a more efficient security and enforcement program.

Perform related duties as assigned.

CLASS CONCEPTS

Senior Law Enforcement Specialist: Incumbents perform the full range of duties in the series concept. In addition, under general supervision, incumbents plan and coordinate statewide law enforcement programs by developing procedures, priorities, standards and guidelines to protect park resources, property and visitors.

*** Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

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CLASS CONCEPTS (cont'd)

Senior Law Enforcement Specialist (cont'd)

Conduct background investigations of all division peace officers by obtaining a National Crime Information Center (NCIC) check with a fingerprint chart forwarded to the Federal Bureau of Investigations a work/background history, a psychological profile examination/polygraph test, a state criminal record check and a report of current physical examination in order to comply with P.O.S.T. requirements.

Coordinate the review and analysis of the Nevada Administrative Code, Nevada Revised Statutes and local county codes as they pertain to the Division of State Parks by preparing systematic updates, developing new codes when indicated and preparing appropriate language for codes in order to prevent duplication or conflict. This function is subject to final review by the Administrator.

Recommend the purchase of specific law enforcement equipment (e.g., firearms, protective vests, handcuffs, law enforcement leather, flashlights, binoculars and batons) issued throughout the division and maintains the inventory of that equipment for the division.

Law Enforcement Specialist: Under general supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level for this series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Some positions require incumbents to establish residence in State Park housing when space becomes available.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.

SENIOR LAW ENFORCEMENT SPECIALIST

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years experience as a Law Enforcement Specialist in Nevada State service; **OR** graduation from an accredited college or university with a degree in law enforcement, criminal justice, park management, resource management, or a closely related field, plus one year of professional full-time law enforcement experience; **OR** an equivalent combination of qualifying experience as outlined above, and education above the high school level on the basis of two years of education for one year of experience. (*See Special Requirements and Informational Note*)

MINIMUM QUALIFICATIONS (cont'd)

SENIOR LAW ENFORCEMENT SPECIALIST (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Knowledge of: State Parks law enforcement philosophy; the State Park system; State, county and local law enforcement agencies; legislation affecting law enforcement procedures. **Ability to:** prioritize agency law enforcement and equipment needs; organize meetings and prepare agendas; write new procedures; draft proposed laws and regulations; coordinate the efforts of district law enforcement personnel on a statewide basis; recognize special problems in various districts and propose solutions; establish and maintain a central filing system; develop training and law enforcement goals and objectives; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Knowledge of: equipment auditing procedures; State purchasing practices; statewide law enforcement problems and needs; management techniques. **Ability to:** design new forms to accommodate specific needs; develop justifications for equipment purchase; review investigative reports to determine the soundness and accuracy of techniques employed.

LAW ENFORCEMENT SPECIALIST

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of full-time law enforcement experience; **OR** graduation from an accredited college or university with a degree in law enforcement, criminal justice, park management, resource management, or a closely related field, plus one year of full-time law enforcement experience; **OR** an equivalent combination of qualifying experience as outlined above, and education above the high school level on the basis of two years of education for one year of experience. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Knowledge of: firearms and range safety; arrest and citation procedures; the elements required to constitute a criminal act; criminal investigation techniques and procedures; police patrol techniques; medical emergency response techniques; civil rights case law; accident investigation methodology. **Ability to:** make sound judgments in highly stressful situations; interview and interrogate; prepare concise and accurate written reports; maintain a unbiased attitude; instruct others in firearm use; read, understand, and categorize documents; inspect roads, grounds, and equipment, and recommend corrective action; lead and motivate people; use firearms, batons, traffic radar, and restraining devices; judge the speed and distance of moving vehicles; prepare detailed crime scene and traffic accident diagrams; determine from field testing the degree of intoxication of a subject; vividly describe people and scenes so that others can visualize them; determine cause and effect relationships; speak with people of various cultural, social, economic, and educational backgrounds; mediate between contending parties and groups; establish cooperative working relationships with co-workers; interact diplomatically with the public in a high volume, continuous public contact setting; work independently; maintain the integrity and confidentiality of criminal records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Knowledge of: State court systems; motor vehicle laws (NRS 484); search and rescue operations and procedures; incident command security procedures; law enforcement filing systems; statistics used for reporting purposes; recreation area management; division policy and law enforcement manuals; NRS, NAC Chapter 407 and applicable county ordinances; State Purchasing practices and procedures; Bureau of Land Management policies and procedures related to State Parks areas; the Department of Transportation Manual for Uniform Traffic Control Devices and the Park Sign Manual; the judicial system procedures in assigned areas; human behavior and group dynamics. **Ability to:** analyze law enforcement statistics and trends; manage training programs and identify training needs; train law enforcement personnel; evaluate law enforcement effectiveness of field personnel; interpret topographical and aerial maps; operate 35mm cameras, slide projectors, tape recorders, and audio-visual equipment;

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MINIMUM QUALIFICATIONS (cont'd)

LAW ENFORCEMENT SPECIALIST (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)

prepare and justify annual budget requests; set priorities which reflect the relative importance of job responsibilities; interpret State game and boating laws; operate a four-wheel drive vehicle and marine equipment; coordinate various resources in criminal investigations; identify potential and existing hazards to visitor safety; establish and maintain cooperative working relationships with various related agencies; modify new training to fit staff needs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED:	10/27/86R 4/14/87PC	7/29/79
REVISED:		4/14/87PC
REVISED:	8/6/87-3	8/6/87-3
REVISED:	7/1/91P	7/1/91P
	10/19/90PC	10/19/90PC
REVISED:	11/15/91PC	11/15/91PC
REVISED:	7/1/97LG	7/1/97LG
REVISED:	3/29/01UC	3/29/01UC
REVISED:	7/1/05LG	7/1/05LG
REVISED:	10/1/07LG	10/1/07LG